

3 FAM 2560 MILITARY FURLOUGH AND SEPARATION FOR MILITARY SERVICE

3 FAM 2561 STATUTORY AND REGULATORY AUTHORITY

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

— Section 2021 of title 38 U.S.C.

— CFR Part 353.

3 FAM 2562 GENERAL

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The U.S. Office of Personnel Management has the primary responsibility for developing regulations and procedures governing the granting of military furloughs and separations for military service. Those regulations apply to both Civil Service and Foreign Service employees of the Department of State.

3 FAM 2563 RESPONSIBILITY

3 FAM 2563.1 Office of Employee Relations

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The Office of Employee Relations develops and issues policies and guidelines governing the use of military furloughs and separations for military service within the Department.

3 FAM 2563.2 Executive or Administrative Offices

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The appropriate executive or administrative office is responsible for processing requests for military furlough or military separation for Foreign Service and Civil Service employees in the United States in accordance with the regulations issued by OPM, the policies of the department, and the procedures found in 3 FAH-1 H-2560.

3 FAM 2563.3 Office of Civil Service Personnel

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The Office of Civil Service Personnel will:

—Provide advice, guidance, and assistance in interpreting OPM regulations and procedures; and

—Process the personnel actions to effect requests for military furlough and military separation for Civil Service employees.

3 FAM 2563.4 Office of Career Development and Assignment

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

The Office of Career Development and Assignment will:

—Process the personnel actions to effect requests for military furlough and military separation for Foreign Service employees in the United States; and

—Process appropriate travel orders for Foreign Service officers and employees assigned overseas who are requesting military furlough or separation.

3 FAM 2563.5 Principal and Administrative Officers

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Principal and administrative officers at Foreign Service posts are responsible for ensuring that:

— Each member of the staff who may be concerned is acquainted with the regulations; and

— Complete information regarding a military order is submitted promptly to the Department.

3 FAM 2564 PROCEDURES AND GUIDELINES

(TL:PER-252; 4-10-95)

(State Only)

(Applies to Foreign Service & Civil Service Employees)

Procedures and guidelines are published in 3 FAH-1 H-2560.

3 FAM 2565 THROUGH 2569 UNASSIGNED